

EVIDENCE OF COMPETITION – SOLICITATION FOR QUOTES
Cable Ladder Rack and Installation

January 6, 2011

Administrative Office of the Courts is looking for a vendor to provide 12” wide Ladder Rack and Installation. The product must meet the requirements identified in Vendor Response Form.

AOC will evaluate the responses based upon price. The RESOLUTION OF COMPLAINTS AND PROTESTS procedures that are attached will be followed for this procurement.

The AOC reserves the right without penalty and at its sole discretion to:

- a. Reissue this solicitation with any changes the AOC deems appropriate; or
- b. Take no further action under this solicitation.

Please fill out the attached Response Form or a reasonable facsimile and return by mail, fax, hand delivery, or email to:

Dennis Longnecker
Administrative Office of the Courts
1206 Quince Street SE
PO Box 41170
Olympia, WA 98504-1170
(360) 705-5269
FAX: (360) 956-5700
Email: Dennis.Longnecker@courts.wa.gov

Your response must contain only the Vendor Response Form. No other cover page (other than a fax cover page) or material should be returned. All responses must be received by January 12, 2011, 12:00 PM (noon) AOC Local Time.

If you have any questions about this informal solicitation, please contact the person referenced above.

Vendor Response Form

Administrative Office of the Courts is looking for a vendor to provide 12" wide Ladder Rack and Installation.

Scope of Work: Ladder Rack Installation

- Provide and install 12" wide black ladder rack from the existing APC cabinets to the headend equipment rack.
- Ladder rack will be suspended by 2 each 3/8" threaded rod kits attached to the structure above the ceiling grid, one on each side of the ladder rack, every 4 to 5 feet.
- Ladder rack will be grounded to the existing building ground system per the NEC.
- Drop ceiling is 3 feet
- Approximate distance is 38 feet with one 90 degree turn at 20 feet.

Assumptions of Scope:

- All cable pathways will be easily accessible and free and clear from any obstruction.
- OTDR testing is available at the request of AOC through an approved change order.
- All work will be performed during normal business hours, Monday through Friday.

Vendor Information:

Vendor Name:	
Contact Name:	
Street Address:	
City, State, Zip:	
Telephone No.:	
Fax No.:	
Email Address:	
Total Cost:	\$

Please Contact Bid Coordinator if you wish to have a walkthrough of the site.

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RESOLUTION OF COMPLAINTS AND PROTESTS

COMPLAINTS

Vendors must raise all relevant concerns regarding specifications or RFQ requirements before the proposal due date. Failure to do so will preclude a Vendor from filing subsequent protest based upon those aforementioned issues.

NOTIFICATION TO UNSUCCESSFUL PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified via email at the email address given in the Vendor Response Form.

DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Firms which submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The request for a debriefing conference must be received by the RFQ Coordinator within twenty-four hours after the notification of the successful firm is emailed to the Firm. The debriefing will be held within three business days of the request.

Discussion will be limited to a critique of the requesting Firm's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

PROTEST PROCEDURE

This procedure is available to Firms who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Firm is allowed three days to file a protest of the acquisition with the RFQ Coordinator.

Firms protesting this procurement shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Firms under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQ Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or AOC policy.

Upon receipt of a protest, a protest review will be held by the AOC. All available facts will be considered and a decision will be issued by the AOC within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the AOC's action; or
- Find only technical or harmless errors in the AOC's acquisition process and determine the AOC to be in substantially compliance and reject the protest; or

- Find merit in the protest and provide the AOC options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.